

**International Office - Visa Processing Unit (VPU)**  
**Shortening / Cancellation of Student Visa (EMGS)**

**Important Information**

- Documents MUST be submitted to VPU **at least 1 month** before the expiration date of the Student Pass

<b>Steps</b>	<b>For Students</b>	<b>For Office</b>
1	<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• Original Passport</li> <li>• 2 copies of the Personal Information page of the passport and the latest Student Pass page (1 for submission at EMGS, 1 to attach with Undertaking Letter)</li> <li>• <b>Leaving the country:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completion/ Withdrawal Form (from Registrar's Office)</li> <li><input type="checkbox"/> Photocopy of flight booking ticket, for leaving the country (depart at least 2 weeks after submission)</li> </ul> </li> <li>• <b>Changing programme (progression or change to another programme in UCSI University):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> New Letter of Acceptance (LOA)</li> </ul> </li> <li>• <b>Transferring to other institution:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completion/ Withdrawal Form (from Registrar's Office)</li> <li><input type="checkbox"/> Letter of Acceptance (from the institution)</li> </ul> </li> <li>• <b>Applying for other visa (e.g. working permit, spouse visa, MM2H, etc) in Malaysia:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completion/ Withdrawal Form (from Registrar's Office)</li> <li><input type="checkbox"/> Supporting document (e.g. job offer letter, marriage certificate, immigration letter, etc)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completion/ Withdrawal Form signed by the relevant departments</li> <li>• Transferring to other institution: <ul style="list-style-type: none"> <li><input type="checkbox"/> Give pink slip to student</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li>• Cancellation / Shortening application fee – EMGS: <b>RM53.00</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> GIRO/MEPS at <b>MALAYAN BANKING BERHAD (MAYBANK)</b> <ul style="list-style-type: none"> <li>• Payable to: <b>EMGS Escrow Account 1;</b></li> <li>• Account no.: <b>514057662341;</b> Swift Code: MBBEMYKLXXX;</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Correct payment details <ul style="list-style-type: none"> <li><input type="checkbox"/> Amount</li> <li><input type="checkbox"/> Account name</li> <li><input type="checkbox"/> Account number</li> </ul> </li> </ul>
3	<ul style="list-style-type: none"> <li>• Submit the following documents to the VPU: <ul style="list-style-type: none"> <li><input type="checkbox"/> Original passport</li> <li><input type="checkbox"/> Bank Slip</li> <li><input type="checkbox"/> Documents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Completed document submitted to VPU</li> <li>• Follow up passport collection on:</li> </ul>

\* For further enquiry, please drop us an email at [vpu@ucsiuniversity.edu.my](mailto:vpu@ucsiuniversity.edu.my)